

IMAS - New staff/faculty

IMAS stands for the Idaho Management and Accountability System. It provides Idaho's ABE program the ability to track student information for instructing and reporting purposes. The information entered on IMAS should **be verifiable and accurate**. The state of Idaho's ABE program submits the tables on IMAS annually to the federal Office of Adult and Vocational Education, providing information on student demographics and outcomes.

The IMAS website is found at: <http://imas.sde.state.id.us>

Before proceeding with this training please obtain your login information from your trainer. Also, students will need to have been entered into your class or your trainer will need student intake forms and test scores to proceed with this training.

After you have logged on to IMAS, look at the left side of the screen where the following headings are listed:

- Student Management
- Class Management
- Reports

The links under each heading will allow you to navigate in IMAS and either find or enter information. Click on each link and see what information may already be there. If you have no students entered for your class, your trainer will need to now proceed with teaching you how to enter information.

All information entered into IMAS requires someone to re-check the information and then approve it. Information entered, but not approved, will show up on the student record, but will not be recorded in the reports section until approval is given.

After several students have been entered, click on the links on the left side of the screen and explore the information you find there.

Complete the tasks listed on the Teacher IMAS Monitoring Tool.

Your region has a copy of the IMAS Manual. You may look there for instructions to help you complete your assigned tasks.

Once you have completed the IMAS training, you may use the IMAS helpline for further assistance regarding IMAS and records management. To access the helpline, please visit our website at www.pte.idaho.gov, choose "Adult Basic Education" from the homepage, then from the Adult Basic Education homepage, hover above "Data System" in the navigation bar and select "IMAS Helpline."